

**Edgefield County (SC)**  
**Request for Statements of Qualifications**  
**Solicitation No: 5/22/09**  
**May 22, 2009**

Edgefield County is seeking Statements of qualifications (SOQs) from qualified architectural and engineering firms with experience in design, engineering and overseeing the construction of a new 5,000 square foot office building. The selected firm will provide professional services for design, applicable permits and bid document preparation for this project.

**I. Scope of Services:**

The desired scope of services to be provided includes, but is not necessarily limited to, the following:

- Design: Prepare schematic designs, including drawings and other documents, illustrating the scale and general relationships of the project components. Provide a preliminary estimate of the construction cost.
- Construction Documents: Prepare definitive drawings and documents that demonstrate the specifications necessary to produce the desired architectural, structural, mechanical, electrical materials, and other systems appropriate to the projects. The selected firm will provide a detailed cost estimate of the projects.
- Professional Standards: All services to be provided will be rendered in accordance with standard AIA Basic Services, with such modifications as may be necessary to meet state, county and city requirements. Architects, engineers, surveyors and other professionals associated with the projects must be licensed to work in South Carolina
- Construction Procurement: Edgefield County intends to solicit bids from contractors, awarding the construction of the various aspects of the projects to the lowest responsive and responsible bidder. The selected firm will provide all required services during this phase, including advertising the solicitation of bids, providing plans and documents for bid development and responding to bidders' inquiries.
- Construction: During the construction phase of the projects, the selected firm will provide regular site presence and construction administration services in accordance with standard AIA Basic Services. The firm will also meet at regular intervals with the owner's representatives on the status of the construction phase.

### Project description for the New Office Building

The new office will be approximately 5,000 square feet. It will be located in the City of Edgefield on Railroad Street.

## **II. Responses to Solicitation**

Firms interested in providing the services stated above for these projects must provide written statements of qualification in accordance with this solicitation. Proposing firms will be invited to attend a pre-proposal meeting on **Wednesday, June 10, 2009 at 10:00 a.m.** at which time the project scope will be further clarified and the design concept discussed with owner's representatives.

The deadline for submission is **Tuesday, June 16, 2009 at 12 noon** (Eastern Standard Time). Neither faxed nor late submissions will be accepted. All submissions must indicate Solicitation Number: 5/22/09 on the outside envelope. Interested firms will mail or hand-deliver submissions to the following address:

Mr. John Pettigrew  
Edgefield County Administrator  
Edgefield County  
124 Courthouse Square  
Edgefield, South Carolina 29824  
(803) 637-4000 – Voice  
(803) 637-4056 – Fax

One (1) original and seven (7) copies of the response must be submitted no later than **Tuesday, June 16, 2009 at 12:00 noon (EST).**

Edgefield is not responsible for any cost for proposal. County of Edgefield reserves the right to reject any or all submissions, entirely at its discretion and can waive any technicality that it deems to be in the best interest of the County.

## **III. Contents of Submissions**

Responses from interested submitting firms will include the following:

1. Cover Sheet

Include the complete legal name of the Proposing Architect, the location of the office which will have the responsibility for the services to be provided, and the Name, address, telephone, facsimile number, and e-mail address of the primary authorized representative knowledgeable of the proposal.

2. Overall Qualifications and Experience of the Firm

State the overall qualifications and experience of the firm in the areas of planning and designing office buildings and jobs with county governments. State the overall depth of staff, including licensure levels, professional certifications, and practical experience relevant to the scope of work. If certain services must be provided through subcontractors or specialty consultants, this must be documented by providing the names, qualifications, and experience of the subcontractor or specialty consultant.

Identify specific A/E managers who will have primary responsibility for the various phases of completion for each of the projects.

3. Provide descriptive information of past experience, including project location, owner representatives, and estimated and actual project costs associated with the firm's experience in designing offices buildings.
4. Describe proposed design approach for these projects.
5. Give the names, addresses and telephone numbers of references for three similar office building that have been completed by your firm, with the firm's permission to contact these and other known references to verify past performance.
6. Firms may offer any other information relevant to this project and unique to their staffing, experience, approach, etc.

*[Note: Professional fees are not to be submitted with this response. For those firms involved in the interview phase of the selection process, a non-binding estimate of professional fees will be submitted.]*

## **IV. Selection Committee, Criteria, and Procedures**

A selection committee comprised of representatives of Edgefield County will review and evaluate all responses. It is anticipated that at least three submitting firms will be invited to participate in a formal selection interview.

The Selection Committee, in their deliberations, will consider the following factors:

- Experience and qualifications of the firm in the design, engineering and construction of office buildings; (25 points)
- Experience and qualifications of personnel who will be assigned to these projects, as specifically indicated in the firm's response; (25 points)
- Past performance based on similar projects based on references; (25 points)

- Ability to design projects within the available budget (25 points)

After interviews are completed, the selection committee will submit to Edgefield County Council the qualifying firms, in ranked order, for project award. Edgefield County Council will make the final selection and will attempt to negotiate an agreement with the selected firm. If a mutually satisfactory agreement cannot be reached, the County will attempt to reach an agreement with the Committee's next highest ranked firm.

The selection for these projects will be in accordance with the procurement regulations and practices of Edgefield County. Edgefield County reserves the right to reject any or all submissions, entirely at its discretion and can waive any technicality that it deems to be in the best interest of the County. Firms provide submissions at their own expense and without promise of remuneration.

## **V. Contact for this Solicitation**

All questions regarding this solicitation for statements of qualifications shall be directed to the following contact:

Contact Person  
Mike Reed  
Edgefield County  
Building & Planning Director  
211 Norris Street  
Edgefield, South Carolina 29824  
(803) 637-4073  
[mreed@edgefieldcounty.sc.gov](mailto:mreed@edgefieldcounty.sc.gov)  
proposal on [edgefieldcounty.sc.gov](http://edgefieldcounty.sc.gov)